



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 East Imperial Highway, Downey, CA 90242
(562) 940-2501



JERRY E. POWERS
Chief Probation Officer

December 20, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CONTRACT MODIFICATION TO CONTRACT NUMBER 77543 WITH
APPLEONE EMPLOYMENT SERVICES TO PROVIDE CLERICAL SERVICES FOR
THE PROBATION DEPARTMENT FIELD AREA OFFICES
(3 VOTES, ALL SUPERVISORIAL DISTRICTS)**

SUBJECT

The County of Los Angeles Probation Department (Probation) is requesting that your Board approve contract modification with AppleOne to provide clerical services for the Probation Department Field Area Offices.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the clerical services provided under the proposed contract modification can be more economically performed by the contractor rather than by County employees.
2. Delegate authority to the Chief Probation Officer to execute a modification, upon approval as to form by County Counsel, to increase the clerical services contract number 77543 with AppleOne in an estimated annual amount of \$880,700 commencing January 1, 2012, or upon approval by your board, whichever is later through December 31, 2012.
3. Delegate authority to the Chief Probation Officer to execute modifications not exceeding ten percent (10%) of the hourly rate and/or one hundred eighty (180) days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to obtain delegated authority to execute a contract modification with AppleOne to support the Assembly Bill (AB) 109 Plan which was approved by your Board on October 11, 2011. AB 109 has created a critical need to provide immediate comprehensive support for the re-entry population that the State released October 1, 2011. The contract modification will provide the additional clerical support to comply with the provisions of AB109. It is anticipated that Probation will need an additional twenty-eight (28) clerical staff for the term of the contract modification to effectively provide clerical support for the AB 109 population. AppleOne has the experience and demonstrated ability to provide the required services.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the Countywide Strategic Plan, Organizational Goal #1, Operational Effectiveness. Implementation of the recommendations will enable the Probation to continue receiving clerical services in field area offices.

FINANCIAL IMPACT/FINANCING

The estimated annual amount for the contract modification is \$880,700. This cost is 100% offset by AB 109 funds, which are included in the FY 2011-2012 Probation Department's Adjusted Budget. Consequently, no net County cost is required to fund the recommended contract modification.

The savings to the County is estimated at \$569,149. Because the actual number of hours to be provided cannot be projected with certainty given Probation needs and the location of where the services are actually being provided, the actual contract savings may be more or less than estimated.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1987, Probation has contracted for clerical services at field area offices. Probation has a need to continue utilizing these services at its designated work locations. The recommended actions will allow AppleOne to provide the required clerical support needed to comply with the AB109 Plan.

The Auditor- Controller has reviewed the cost comparison and concurs that the contract modification is cost effective.

The contract modification will be executed after approval by County Counsel as to form.

CONTRACT PROCESS

To solicit for the services covered under Contract No. 77543, a competitive Request for Proposals (RFP) process was utilized. On June 21, 2011, your Board found that clerical services provided under the contract would be more economically performed by AppleOne rather than County employees and approved the award of this contract to AppleOne.

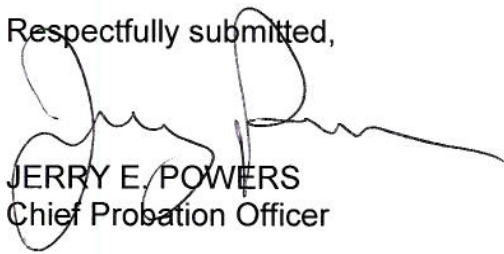
IMPACT ON CURRENT SERVICES (OR PROJECTS)

This contract modification will provide clerical services to support the AB 109 Plan.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisor, forward a copy of the adopted Board Letter to: Probation Department, 9150 E. Imperial Hwy., Rm. B-82, Downey, CA 90242, Attention: Tasha Howard, Director, Contracts & Grants Management Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jerry E. Powers", is written over the typed name and title.

JERRY E. POWERS
Chief Probation Officer

JEP:TH:DS:yh

c: Executive Office, Board of Supervisors
County Counsel
Chief Executive Office